

Attendance Policy

Actions a student should take if they are absent

Lecturers will mark the attendance register at the start of each session of the College day. Registers will be marked no later than 30 minutes after the start of each session.

When a lecturer completes the register at the start of each class, he/she will mark the student either: -

P - Present (including those who attend start of session)

E - Authorised Absence

U – Unauthorised Absence

S - Sick

T– Late (those who appear after the start of the class but within the first 15 minutes of the start of a session)

H – Holiday / Annual Leave

If a student is absent, the College will only authorise their absence later when it has been informed of the reason and if it is justified.

1.1 Absence due to illness

If a student needs to stay at home because of illness, they should notify the College Administrator, on the first day of their absence by 9.30am. Until they inform the College why they are absent they will be marked as an 'unauthorised' absence.

1.2 Absence due to an appointment

If a student needs to leave College during timetabled classes because they have an appointment, they must inform their Programme Area Student Records Administrator or course tutor at the time of leaving. As far as possible, appointments should be made outside College hours, so that their programme of study is not interrupted.

1.3 Absence due to illness whilst in College

If a student should fall ill during the College day, they should report to their course tutor, who will decide whether they should go home, and will contact your parent/carer if appropriate. They should not go home during the College day without informing their course tutor and/or College Administrator.

1.4 Absenteeism with permission

The college will deal sympathetically, with any request for absence from lectures due to extraordinary circumstances. In the event of sickness the student is expected to inform the college by e-mail clearly marking the reason for absenteeism. Student must produce a doctor's certificate for any absence over two weeks

1.5 Absence due to an accident whilst in College

If a student cannot attend classes following an accident necessitating medical intervention then the matter should be reported using current College procedures. It

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should be reported also to the College Administrator who will also inform the parent/care/partner/employer of what has occurred as well as appropriate staff.

1.6 Absence during the College Day

If a student is marked present at the start of a morning session, and then absent during the day without permission, the College Administrator will follow up their absence, and if it is unjustified, they will be marked as an 'unauthorised' absence

1.7 If a student has a reason for being absent which the College decides is justified, then they will be marked as an 'authorised' absence. If their reason for absence is unjustified, they will be marked as an 'unauthorised' absence

1.8 Should the level of absence for any student exceed 15% at any time then the personal tutor or equivalent will arrange for the student to have an interview with the College administrator with whom they will agree necessary action.

1.9 Should improvements not occur within one month then the student will be referred to the College administrator who will determine further action and issue a final warning to improve attendance.

1.10 Should attendance remain poor for a further two weeks then the student's place on the course will be withdrawn by the College administrator and if the student is an international student the UK Border Agency(UKBA) will be notified.

International Students

As students on student visas are subject to immigration regulations the College must add the following conditions on attendance for international students who are subject to visa conditions and immigration controls to keep both the students and the College in full compliance with the law. These are in addition to all the standards already outlined in this policy for all students.

2.1 Attendance and punctuality are important for student success and progression but they are also a condition of their visa to study and remain in the UK

2.2 The College is required by law to report on the attendance of international students to the UK Border Agency (UKBA), the College will report non-attendance in the following circumstances

- Attendance drops below 80%, including absence due to lateness
- Failure to enrol on a course or withdrawal from a course
- Unauthorised absences of greater than 2 consecutive weeks **OR** 10 missed contacts
- Change of course
- Other significant circumstances which may affect their visa conditions

2.3 The College will report unauthorised absence and withdrawals to UKBA in the above circumstances within 10 working days of their occurrence. Where an appeal process applies the college will not inform UKBA until this process is complete.

2.4 All genuine reasons for non-attendance must be reported or agreed in advance as already outlined in this policy. Medical evidence will be required for illnesses lasting longer than 3 days.

2.5 Authorised absences may be taken into account when reporting to UKBA or for visa renewals. The number of absences may affect the success of visa renewals

Authorised (Planned) and Unauthorised Absences

1. The following would be considered suitable reasons for an authorised absence:

- Medical appointments which could not be made outside of College hours
- Visits to university/HE Open Days or career-related interviews
- Work placement which is an integral part of the student's course
- Attendance at a funeral or wedding of a close family member
- Attendance at a probation meeting or a meeting with a social worker which cannot be arranged outside of College time
- Severe travel disruption that leaves students with no method of travel
- A driving test
- A College representative meeting
- Genuine family emergencies
- Religious Holidays / Functions
- Exceptional extra-curricular activities such as representative sport at national, regional or county level
- Adverse weather conditions that lead to travel disruptions

2. The following would be considered unacceptable reasons for authorising absence:

- Holidays in term
- Part or full-time work which is not part of a programme of study
- Leisure activities
- Birthdays or family celebrations
- Babysitting
- Driving lessons
- Dropping or picking up family members at/from airports
- Caring for friends or family members

3. The above lists are not exhaustive and each request should be considered on its merit.